Employee Status Update to Permanent at End of Probationary Appointment

PA40

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
6/23/2006	Chylynn Hansel	New Procedure

Purpose

Use this procedure to update an employee's status to permanent at the end of a probationary appointment.

Trigger

Perform this procedure when an employee has completed their probationary appointment.

Prerequisites

- An employee must be in a probationary appointment and successfully completed their probationary period.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions se the following menu path(s) to begin this transaction:

Transaction Code

PA40

Helpful Hints

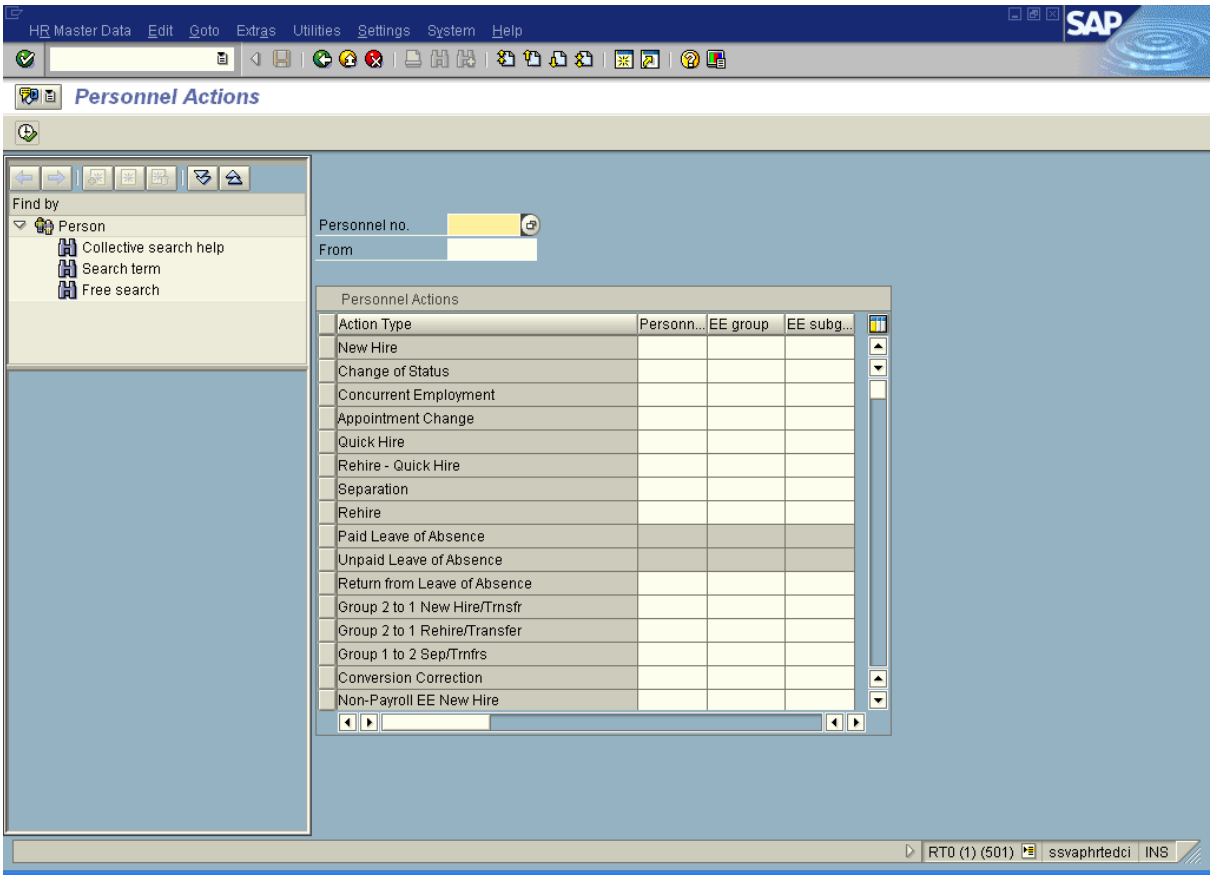
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the menu path above or transaction code **PA40**.

Personnel Actions

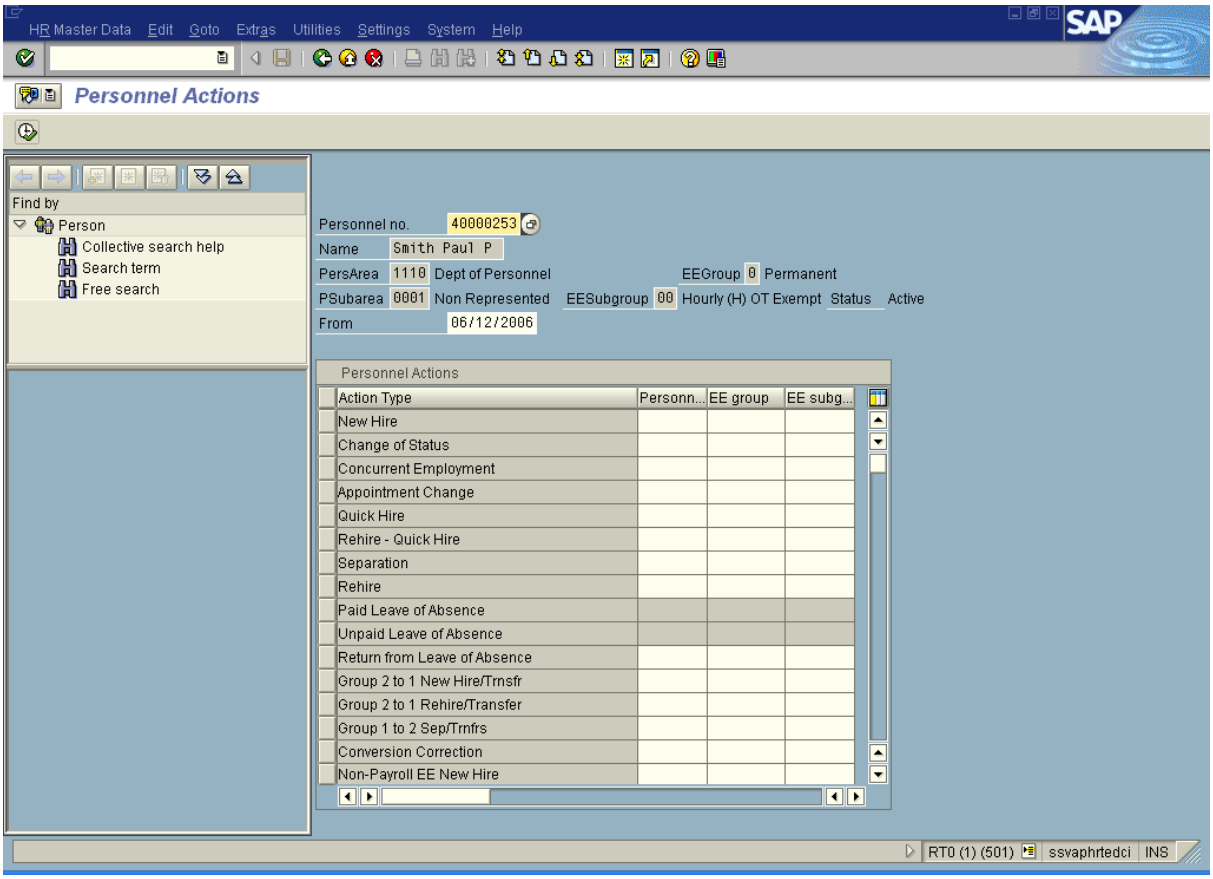


2. Complete the following fields:

Field Name	R/O/C	Description
From	R	The start date of a record**.** **Example:** 6/12/2006
Personnel no.	R	The employee unique identifying number. **Example:** 40000253

3. Click (Enter) to validate the information.

Personnel Actions

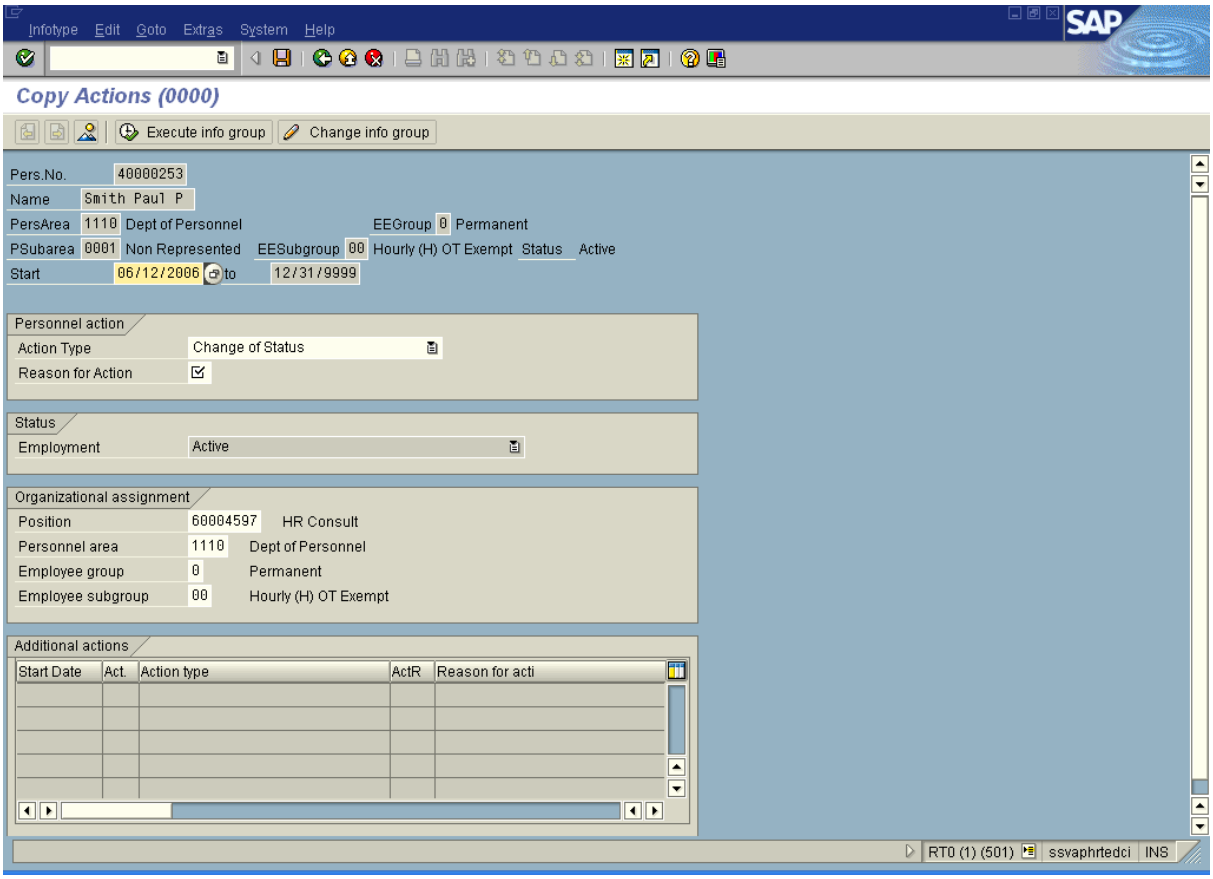


4. Click on the grey box next to

.

5. Click (Execute) to start the transaction.

Copy Actions (0000)

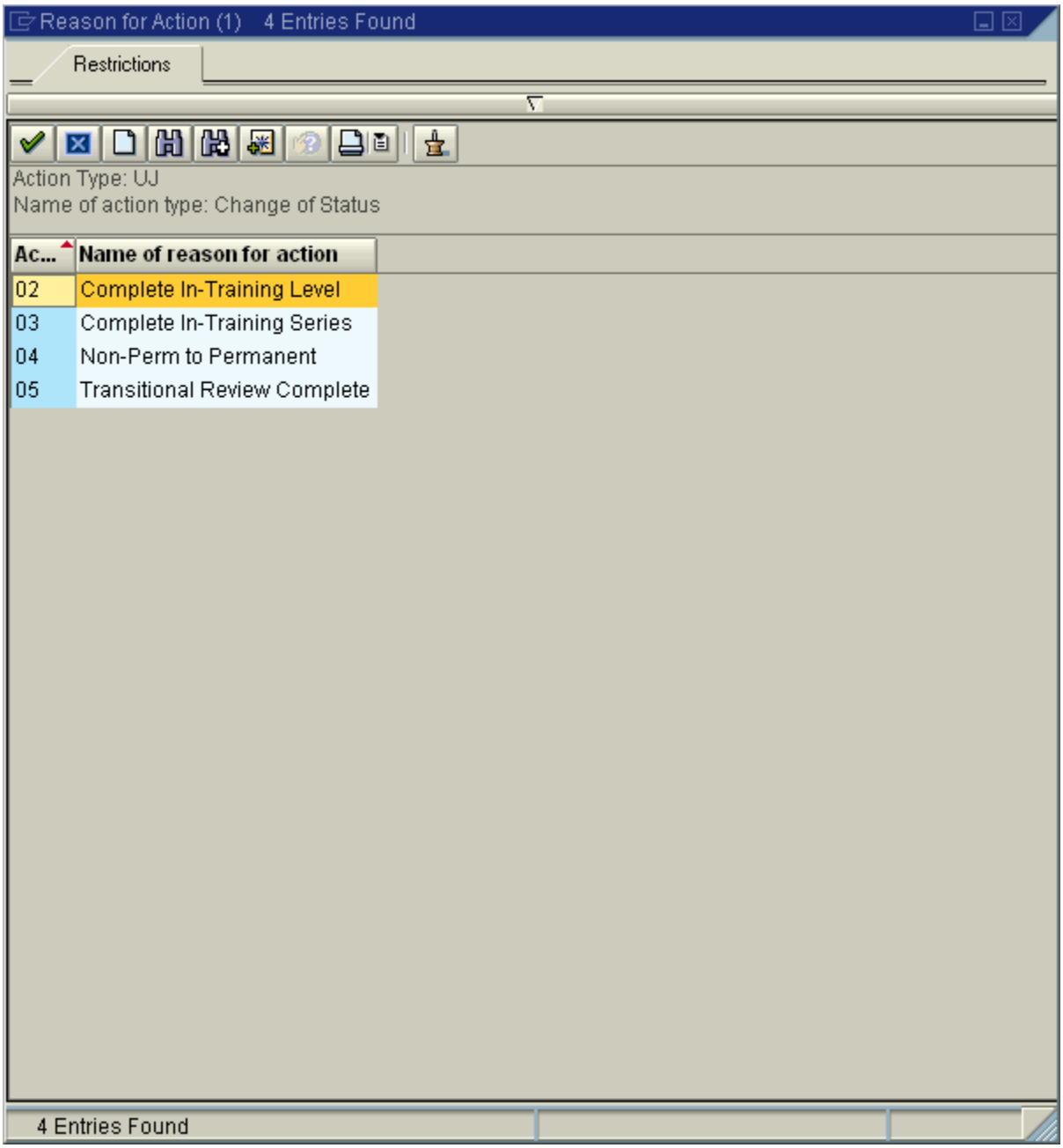


6. Complete the following fields:

Field Name	R/O/C	Description
Reason for Action	R	Description of the Reason for Action. **Example:** %%%

7. Click (Matchcode) to open the selection list.

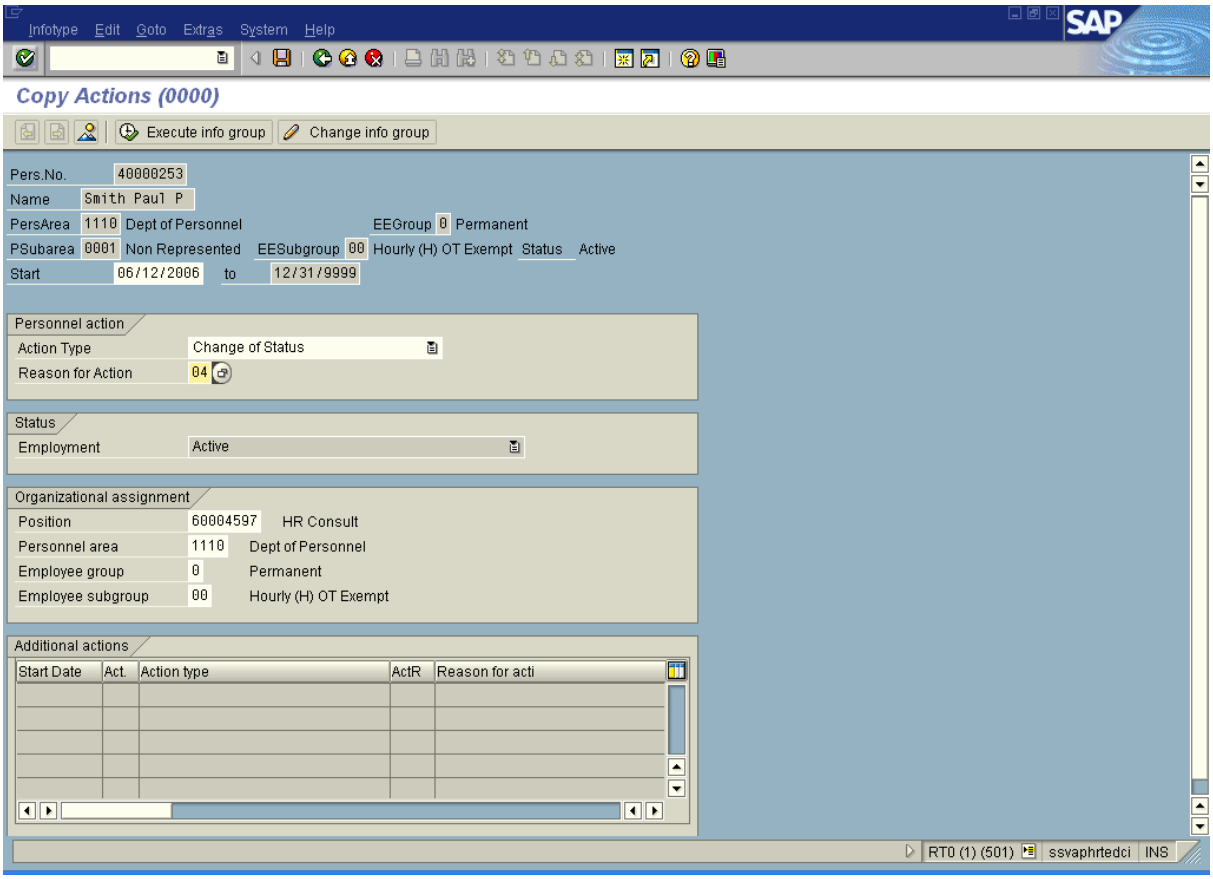
Reason for Action (1) 4 Entries Found



8. Click 04 Non-Perm to Permanent .

9. Click (Enter) to continue.

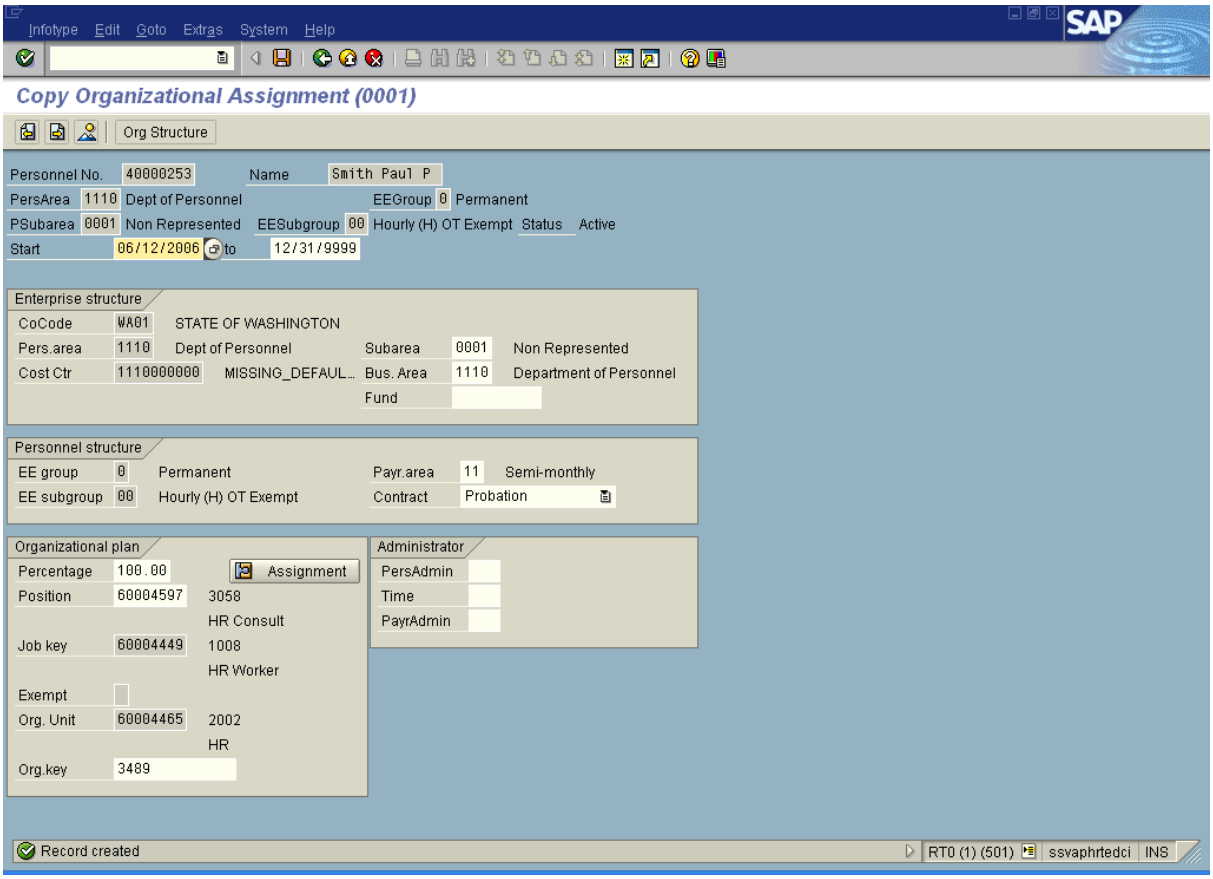
Copy Actions (0000)



10. Click (Enter) to validate the information.

11. Click (Save) to save.

Copy Organizational Assignment (0001)

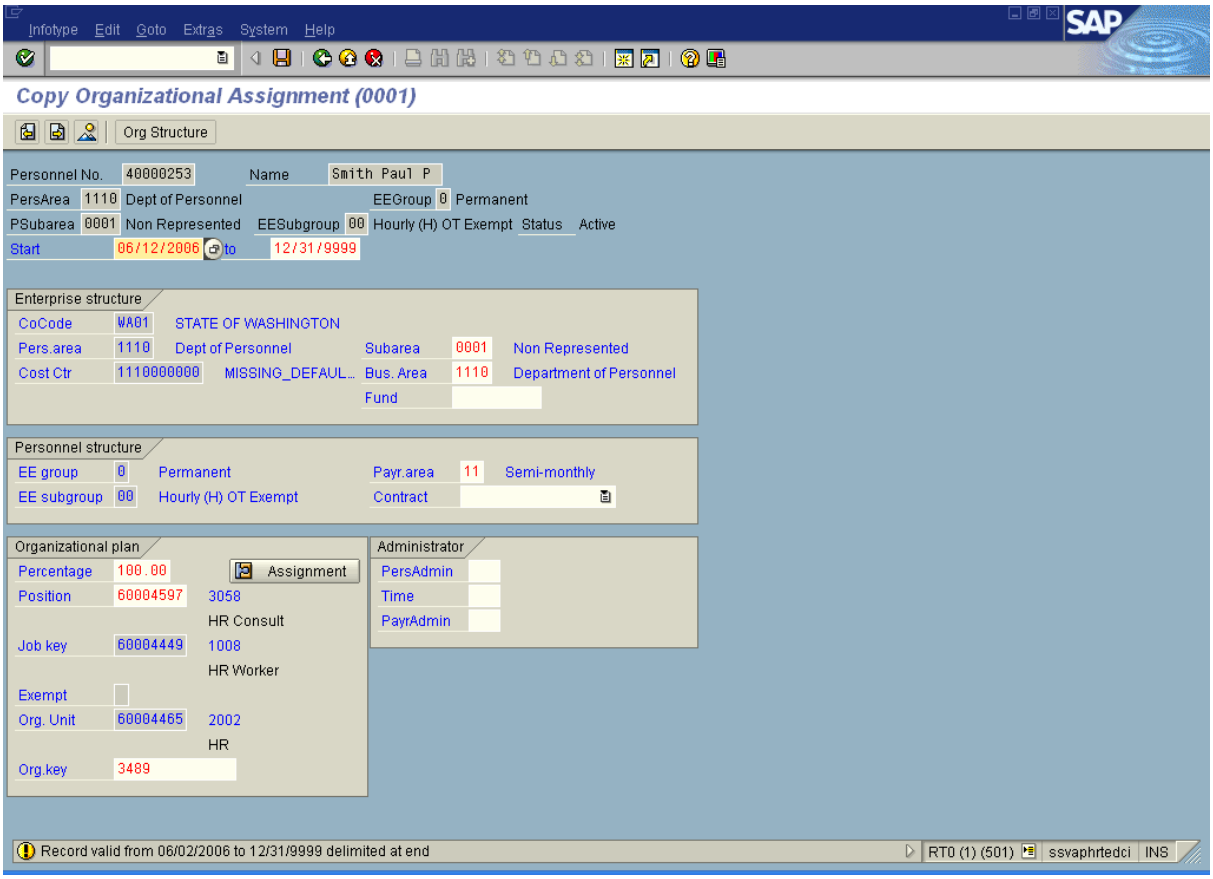


12. Complete the following fields:

Field Name	R/O/C	Description
Contract	R	The employee's state status. This field should say Probation. There is not a Contract for permanent in this field. Leave this field blank.

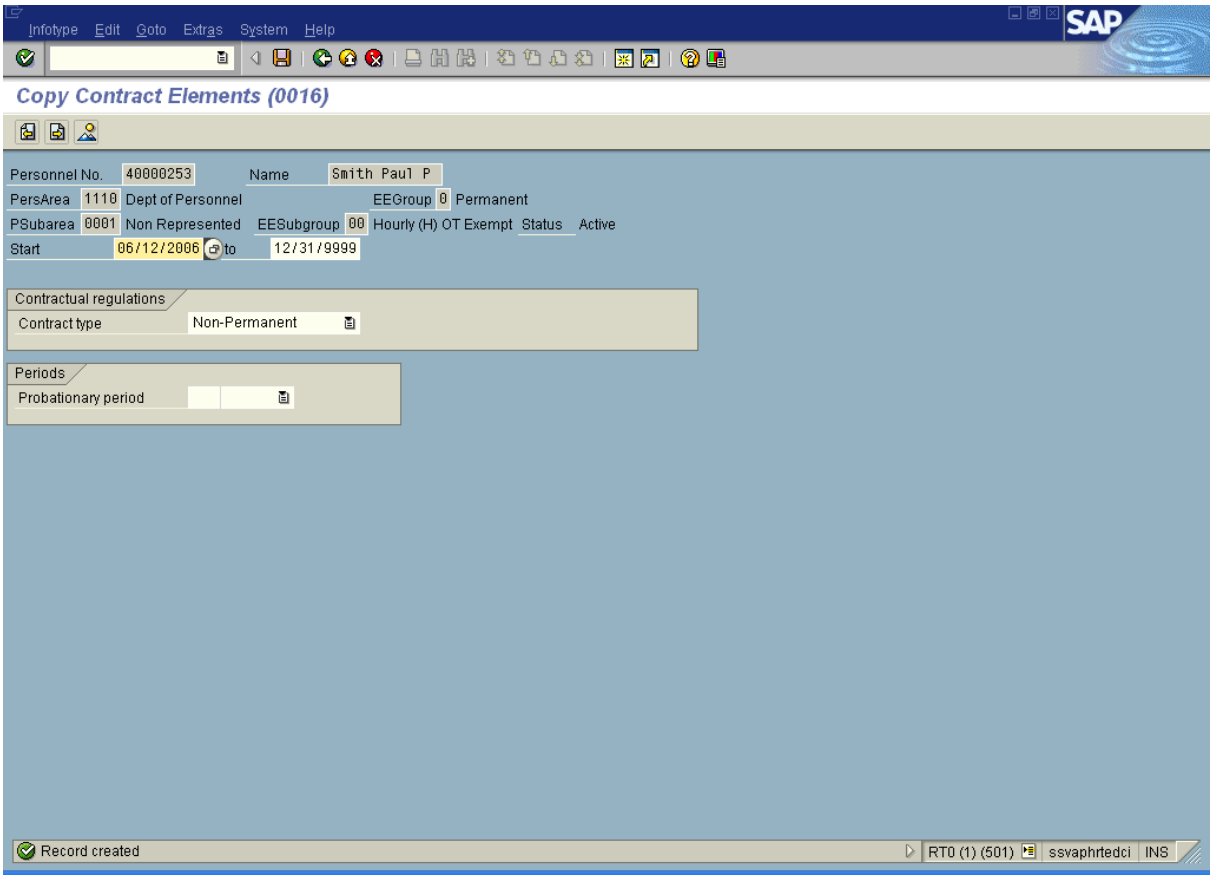
13. Click (Enter) to validate the information.

Copy Organizational Assignment (0001)



14. Click (Save) to save.

Copy Contract Elements (0016)



15. Complete the following fields:

Field Name	R/O/C	Description
Contract type	R	The status of employment within the State. It will be either Permanent or Non-permanent. **Example:** Permanent

16. Click (Enter) to validate the information.

17. Click (Save) to save.

18. You have completed this transaction.

Result

You have changed the employee's status to permanent.

Comments

None.